



**Texas Department of Transportation
Motor Carrier Division
P. O. Box 13529 - Time Permit Section
Austin, Texas 78711-3529**

Form MCD-304 (Rev. 6/06)

Procedures for Time Permits

Due to the increase in Time Permits, we ask that the following procedures be followed so that each application can be issued in a timely manner.

1. **Complete the appropriate application, Form 302 or Form 302a.** Specific permit types are listed on each form. No cover sheet or copies of permits need to be sent. If needed, an additional truck page will be provided for you. To assist us and to expedite your permit request, please fill out the form completely and legibly, so that we will not have to call you.
2. **Please fax in all requests for Time Permits.** Please do not call for permit renewals or to add trucks. All permit requests will be processed in the order of the date they are received in this office, including telephone requests. Please limit phone calls to questions only.
 - **Form 302** – Fax applications to (512)465-3585. This number is for Time permits on Form 302 only.
 - **Form 302a** – Fax applications to (512)465-3565. **DO NOT** fax Form 302a to (512)465-3585 as this will cause a delay in the processing of your application.
 - All permit types on form 302a may be renewed instantly through the Internet 24 hours, 7 days a week. Please request a log in and password through our website at www.txdot.gov for this capability.
 - You may also continue to mail your permits in if you prefer to the following address: TXDOT-MCD, Time Permit Section, P.O. Box 13529, Austin, Texas, 78711-3529

In order to be assured that you have a valid permit issued prior to the expiration of the current one, we strongly encourage you to submit your renewal request at least one week prior to expiration of the current one.

When truck license numbers have changed, you do not need to call us to make changes. Please include new license number at the time of renewal.

Thank you for your cooperation. If you have any questions, please call 1-800/299-1700 and listen to the menu options to direct you to Time Permits.

For more information visit our web site at www.txdot.gov.

For questions or complaints concerning the application process for time permits, call 800/299-1700 or write: TxDOT-MCD, 125 East 11th Street, Austin, Texas, 78701.